

# GAETA BURNER SERVICE

ALL TYPES OF BURNERS INSTALLED & REPAIRED

43 OAK AVENUE

WEST NEWTON, MASS.

TELEPHONE LASELL 7-4308

March 16, 1950

Town of Wayland

Public Library

Wayland, Mass.

Estimate for replacing damaged asbestos  
covering on boiler, caused by explosion.

Seal and make tight all boiler sections  
with boiler putty.

Re-cover boiler with 1-1/2" magnesium blocks,  
wire, and asbestos.

250. 00

Terms: 2% 10 days.



# GAETA BURNER SERVICE

ALL TYPES OF BURNERS INSTALLED & REPAIRED

43 OAK AVENUE

WEST NEWTON, MASS.

TELEPHONE LA8ELL 7-4308

March 16, 1950

Town of Wayland

Public Library

Wayland, Mass.

Estimate for re-building fire box with  
existing Oil Burner.

Re-build fire box with 4" steel mixture  
brick, insulate all sides and back of brick  
with fibre glass.

Install new oil lines and cover same with  
cement.

130. 00

Terms: 2% 10 days.





# GAETA BURNER SERVICE

ALL TYPES OF BURNERS INSTALLED & REPAIRED

43 OAK AVENUE

WEST NEWTON, MASS.

TELEPHONE LA8ELL 7-4308

March 16, 1950

Town of Wayland

Public Library

Wayland, Mass.

Estimate for installation of new Waltham or  
Gould Shell Head Oil Burner to produce 100% of  
rated boiler capacity, with 2- new controls  
Pressure Control and Protector Relay.

one year Service and guarantee.

Fire box to be built according to oil burner  
manufacturer's specifications.

275. 00

Terms: 2% 10 days.



COPY

*For files*

March 17, 1954.

Richard D. Kimball Co.,  
6 Beacon Street,  
Boston, Massachusetts.

Attention Mr. Kenneth Kimball

Gentlemen:

In 1946 we employed your firm to act professionally for the Town of Wayland. The specific purpose was to design and supervise the installation of a new heating system for the Public Library in the town. The job was done by D. J. Kenneally under your supervision and it has been extremely unsatisfactory. There have been three boiler explosions, the last one resulting in damage amounting to several thousand dollars.

The Trustees of the Library would like a representative of your firm to visit the building with the view of determining whether the work was done according to your specifications. We will suit our convenience to yours as to time.

Please let me know when you might make the visit.

Very truly yours

HFC/K

Hugh F. Colliton, Jr.  
For the Trustees







# Cotter Oil Burner Sales & Service

CONVERSIONS . NEW INSTALLATIONS . REPAIRS

19 SCHALLER STREET - SOUTH NATICK - MASSACHUSETTS

TELEPHONE WELLESLEY 5-3879-R

6223

September 15, 1955

Mrs. Charles Morgan  
Wayland  
Mass.

Dear Mrs. Morgan:

Following is an estimate of the cost to repair damage to the burner at the Wayland Library caused by Hurricane Diane.

1 Set ignition leads	\$ 1.50
1 Ignition transformer	19.00
Bake and test motor (which is OK)	10.00
Replace solenoid valve	12.50
Labor on flood damaged burner not covered by contract 6 hrs. @ 3.50	<u>21.00</u>
	\$64.00

Wiring & controls seem OK. Usually not affected but wont know  
definitely until burner is operated.

Very truly yours,

*Paul M. Cotter*

Paul M. Cotter  
Cotter Oil burner Service

Damage \$100.00



# Freeman - Carder Corp.

*Building Finish  
Architectural Wood Workers*

45 BORDER STREET  
WEST NEWTON 65, MASS.

C. V. FREEMAN  
M. E. CARDER

BIGELOW  
4-1300

June 19, 1950

Mrs. Helen C. Morgan  
Wayland Public Library  
Concord Road  
Wayland, Massachusetts

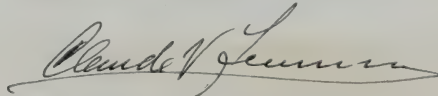
Dear Mrs. Morgan:

Confirming telephone quotation for the sum of TWO HUNDRED DOLLARS (\$200.00), we will furnish one pair of oak doors to duplicate existing doors for the Public Library in Wayland.

Alternate quotation for the sum of ONE HUNDRED DOLLARS (\$100.00), we will repair existing doors which, in our opinion, seems to be the most advisable thing to do.

Very truly yours,

FREEMAN-CARDER CORPORATION



Claude V. Freeman  
President

CVF:lav

1111 5-711

Vocational Director

*[Faint handwritten notes, possibly "The end of the world"]*

1906

Should be 21700





## WAYLAND FIRE DEPARTMENT

WAYLAND, MASS.

August 17, 1951.

Trustees of the Library,  
Wayland, Massachusetts.

Gentlemen:-

At a meeting of the Fire Survey Committee, held Tuesday, August 14th, a motion was made and passed that we request the Trustees of the Library to arrange for an inspection of the boiler room of the Library.

Our inquiry centers around the question, as to whether there is adequate circulation of air via louvres or a window, to ensure safe and proper combustion in the boiler?

We would appreciate a word from you for our files, and we are grateful for your interest and cooperation.

Very truly yours,

*Katharine Stodges -*

Fire Survey Committee



COPY

December 11, 1952.

Dear Dorothy:

Last Spring we expended \$315. approximately for repairs to the interior of the Library. Inasmuch as \$137.50 of that amount had to do with the repair of the ceiling, would you be so kind as to charge the Special Account "General Repairs" that amount of money instead of having it deducted from the Library Appropriation.

Yours very truly

HFC/K





503-2  
*Paul C. Hooper*

PLUMBING - HEATING - GAS FITTING

POST ROAD -:- WAYLAND, MASS.

July 15, 1953

Mrs. Charles Morgan  
Cochituate Rd.  
Wayland, Mass.

Dear Madam,

This is in reply to our telephone conversation of July 13, regarding the condition of the plumbing at the Public Library.

A carefull survey has been made, and I am pleased to submit the following recommendations.

PUBLIC TOILET ROOM 1st FLOOR.

Leak at rear of toilet bowl. Renew flush elbow and closet spud. Rewasher tank valve and ball cock. Rewasher lavatory faucet.  
Approx. cost \$7.80 -

OFFICE TOILET ROOM 1st FLOOR.

Rewasher lavatory faucet. Fill space between wash bowl and marble slab. Repair tank valve.  
Approx. cost \$5.25

TOILET ROOM BASEMENT.

Flush pipe and elbow badly corroded, renew same. Rewasher lavatory faucet. Renew defective parts in ball cock.  
Approx. cost \$18.50.

Water and waste pipes appear to be in fair condition. It would be impossible to advise you when they may give trouble.

This estimate is based on minimum requirements. If the faucets and valves are too badly worn to be repaired, it would be necessary to furnish new ones at additional cost.

I trust this will be of some help to you, and I would welcome the opportunity to serve you.

Very Truly Yours,

*Paul C Hooper*

Paul C. Hooper.

7/16/53 Told to go ahead with work - notify before making any expensive additions to above est.

1874

1875

1876

1877

1878

1879

1880

1881

1882

1883



"A Service for the Home that Cleans Like New"

- ★ BUILDING CLEANING
- ★ NIGHT JANITOR SERVICE
- ★ GENERAL HOUSE CLEANING
- ★ PAINTING AND DECORATING

388-B WARREN STREET  
ROXBURY 19, MASSACHUSETTS

Telephone Highlands 5- } 7646  
  } 5566

February 10, 1954

Wayland Public Library

Wayland, Massachusetts

Gentlemen:

This is an outline of work proposed to be performed at the above address and the cost of same due to soot from furnace.

HOUSE  
Basement

FURNACE ROOM:

Clean the ceiling, walls and woodwork, pipes, outside of furnace and floor. Apply texolite paint to the ceiling and masonry walls. \$ 255.00

STORAGE ROOM:

Remove books, and other contents, clean completely, walls woodwork and floor, apply texolite paint to ceiling and walls. 60.00

LAVATORY:

Clean and paint the ceiling, wash the walls, woodwork, clean fixtures and floor. 38.00

LECTURE ROOM:

Dust the ceiling and pipes, radiators, ect. clean ceiling, woodwork and floor, apply texolite paint to masonry walls. 85.00

MAIN STAIRWAY TO BASEMENT, LOWER LANDING & PASSAGE WAYS:

Paint the ceiling after necessary preparations. 95.00  
Wash the walls, wash, wax and polish the woodwork, wash the floor. 105.00

SHAW ROOM:

Dust the ceiling and pipes, wash the walls and woodwork, wash, wax and polish the floor. 65.00

STAIRWAY FROM LIBRARY TO BASEMENT:

Paint the ceiling and walls, wash wax and polish floor & stairs to be washed only.

38.00

791





FIRST FLOOR OR MAIN PORTION OF BUILDINGLIBRARIAN'S OFFICE:

Dust the ceiling, wash the walls, wash, wax and polish the wood-work.	18.00
Wash, wax and polish the floor.	5.00

LAVATORY:

Wash, the ceiling, walls and woodwork, clean fixtures, wash, wax and polish the floor.	10.00
--	-------

PUBLIC LAVATORY:

Dust the ceiling, wash the walls and woodwork, clean fixtures, wash, wax and polish the floor.	17.00
--	-------

MAIN LIBRARY ROOM & BALCONY:

Vacuum clean all <del>curlicues</del> curlicues and recesses in woodwork and figured plaque and wash all painted walls and other woodwork.	355.00
Wash, wax and polish all floors.	45.00

To clean all windows inside only and light fixtures as well.	24.00
--	-------

These prices include labor, materials, transportation and workmen's compensation insurances

Thank you for the opportunity of estimating your work and it will be a pleasure and privilege to serve you.

Yours very truly,

*John H. Moody*  
JOHN H. MOODY

JHM/aj

1622  
205  
708  
2536

915  
708  
1623





- ★ BUILDING CLEANING
- ★ NIGHT JANITOR SERVICE
- ★ GENERAL HOUSE CLEANING
- ★ PAINTING AND DECORATING

388-B WARREN STREET  
ROXBURY 19, MASSACHUSETTS

Telephone Highlands 5- } 7646  
5566

February 10, 1954

Wayland Public Library

Wayland, Massachusetts

Gentlemen:

This is an outline of work proposed to be performed at the above address and the cost of same due to soot from furnace.

HOUSE CONTENTS  
Basement

STORAGE ROOM:

Clean all the books and shelves and return books to shelves. \$ 65.00

LECTURE ROOM:

Clean all the wood furniture. 20.00

SHOW ROOM:

Clean all the wood furniture. 15.00

LIBRARIAN'S OFFICE:

Clean and polish the wood furniture, clean all the books. 15.00

Remove, clean and rehang 2 pairs of lined drapes. 8.00

MAIN LIBRARY AND BALCONY:

Remove, clean and reinstall slip cover sets. 18.00

Remove, clean and rehang 3 pairs of drapes. 12.00

Clean and polish all the book cases and other wood furniture. 165.00

Clean all the books of the library. 390.00

These prices include labor, materials, transportation and workmen's compensation insurances. Thank you for the opportunity of estimating your work and it will be a pleasure and privilege to serve you.

Yours very truly,

*John H. Moody*  
JOHN H. MOODY

JHM/aj





# *Like New Home Service*

ARTHUR TARDY STREET  
WOMAN IN MASSACHUSETTS

February 15, 1954

Wayland Public Library

Wayland, Massachusetts

Gentlemen:

This is an additional outline of work proposed to be performed at the above address due to soot from furnace.

MAIN LIBRARY:

To paint the ceiling dome.

\$50.00

CIVIL DEFENSE ROOM:

Paint the brick walls, clean the woodwork, pipes and floor.

65.00

To clean the contents.

30.00

ROOM AT FURNACE ROOM:

Texolite the ceiling and walls. Clean the contents.

60.00

These prices include labor, materials, transportation and workmen's compensation insurance.

Thank you for the opportunity of estimating your work and it will be a pleasure and privilege to serve you.

Yours very truly,

*John H. Moody*  
JOHN H. MOODY

JHM/aj

11/11/11

Yours very truly,

John H. Moore

Thank you for the opportunity of estimating your work and it will be a pleasure and privilege to serve you.

These prices include labor, materials, transportation and workman's compensation insurance.

ROOM AT FURNACE ROOM:  
To estimate the ceiling and walls. Clean the contents. \$5.00

CIVIL DEFENSE ROOM:  
To clean the contents.  
To paint the brick walls, clean the woodwork, pipes and floor. \$5.00  
\$0.00

MAIN LIBRARY:  
To paint the ceiling dome. \$20.00

This is an additional estimate of work proposed to be performed at the above address due to soot from furnace.

Gentlemen:

Wayland, Massachusetts  
Wayland Public Library

February 18, 1934



"A Service for the Home that Cleans Like New"

- ★ BUILDING CLEANING
- ★ NIGHT JANITOR SERVICE
- ★ GENERAL HOUSE CLEANING
- ★ PAINTING AND DECORATING

388-B WARREN STREET  
ROXBURY 19, MASSACHUSETTS

Telephone Highlands 5. } 7646  
5566

February 15, 1954

Wayland Public Library

Wayland, Massachusetts

Gentlemen:

This is an additional outline of work proposed to be performed at the above address due to soot from furnace.

MAIN LIBRARY:

To paint the ceiling dome. \$ 50.00

CIVIL DEFENSE ROOM:

Paint the brick walls, clean the woodwork, pipes and floor. 65.00

To clean the contents. 30/00

ROOM AT FURNACE ROOM:

Texolite the ceiling and walls. Clean the contents. 60.00

These prices include labor, materials, transportation and workmen's compensation insurance.

Thank you for the opportunity of estimating your work and it will be a pleasure and privilege to serve you.

Yours very truly,

*John H. Moody*  
JOHN H. MOODY

JHM/aj



SPENCER, STONE & MASON

COUNSELLORS AT LAW

THIRTY STATE STREET

BOSTON

CARLTON W. SPENCER  
J. SIDNEY STONE  
HERBERT P. MASON

HENRY W. KEYES  
NORMAN W. HAINES  
ARTHUR VITAGLIANO  
ROBERT CLEAVES, JR.  
ROBERT B. HEARNE  
THOMAS G. HOWARTH

TELEPHONE  
CAPITOL 7-3410

CABLE ADDRESS  
SPENSON

March 15, 1954

Dear Hugh:

Enclosed is copy of letter I received from Norman F. Brisson, the man I spoke about who looked over the proposition late in the winter. I do not remember to whom I gave copies before.

If the work could be done in connection with the Highway Department so that the loam could be moved by the Department, we might get a slightly lower price on the lawn job. The prices sound reasonable to me. I do not see why you and I should not settle the problem. I have asked Adelaide to put a stake in the Concord Road line and to stake at the back.

Very truly yours,

Enc.  
JSS/T

*J. Sidney Stone*





Dec. 17, 1953

Dear Mr. Stone:

This is to give you probable costs involved in work at the Wayland library as follows:

Complete new lawn, front and left side to shrubbed area, including moving of sufficient loam from available stock pile elsewhere on premises as to raise general grade about 2 inches thereby thickening loam coverage to that degree- \$275.00

Remove present barberry hedge and replant with new privet hedge - using Ibolium privet- 70.00

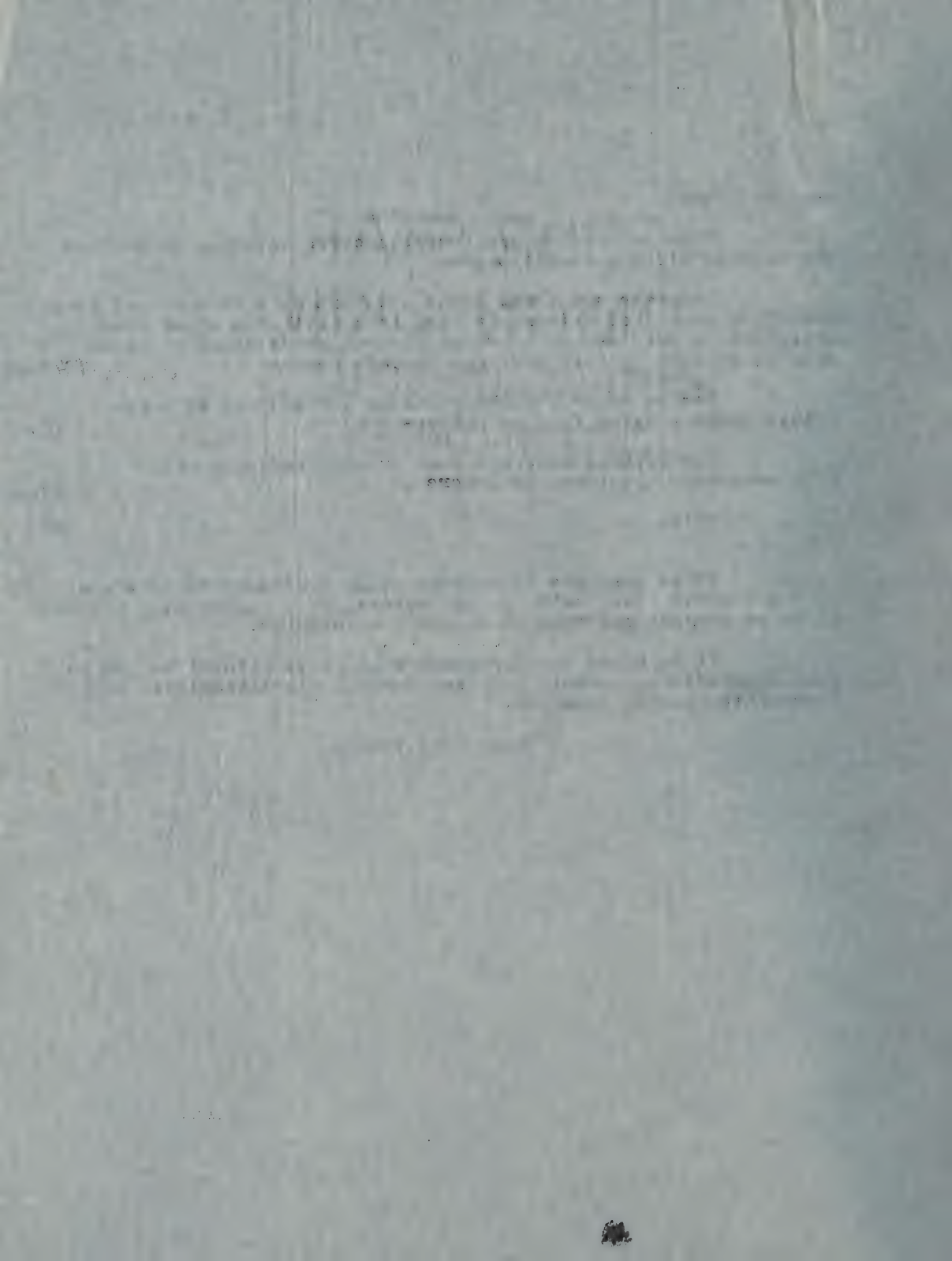
New asphalt coverage over present concrete walk with necessary treatment of concrete- 92.00

Total \$437.00

It is possible to provide other treatment to portions of the general area, using ground covers, etc. However, I believe, it to be impractical from an economic standpoint.

It is hoped the foregoing will prove helpful to you in your discussions. Should you need further clarifications, will appreciate hearing from you.

Yours very truly,



Ettrick A. Lacey

724 3845

General Building Contractor

31 Lake Road

Cochituate, Mass.

Mar 18/54

Tel. NATick

### ESTIMATE SHEET

Brick up doorway outside wall  
brick up doorway in boiler room  
tie in every fifth course with old wall using new  
hard brick work to comply with building code  
brick up air duct holes in shaw room  
plaster on side where wall is plastered  
cover wall in boiler room with asbestos board  
cover door and two door frames and casings with  
metal install fireproof door closing devise in  
two boiler room doors  
install strip of wood to hang fire extinguisher  
hang fire extinguisher  
put asbestos board in register boxes in floor  
install pine frame plywood doors on shelving  
for dish storage  $\frac{1}{2}$ " plywood  
break out wall at small door in hall and  
install new frame and door louver type to provide  
circulation of air to room.  
cost to do the above work will be  
Three Hundred and seventy nine dollars (\$379.00)  
fill up hole outside cellar wall with gravel  
after doorway is bricked up included in price.  
Sincerely Yours

*Ettrick A. Lacey*





Ettrick A. Lacey  
General Building Contractor

31 Lake Road

Cochituate, Mass.

March 22/54

Tel. NATick

Proposed work at wayland  
public library  
Wayland Mass

ESTIMATE SHEET

close up doorway in outside basement wall with cement  
blocks and face with plaster  
close up doorway in boiler room and face with plaster  
fill hole outside basement wall with gravel  
over cement blocks.  
brick up air duct holes in show room and plaster one side  
to match existing wall  
cover wall in boiler room with asbestos board  
cover doors frames and casings one side only with  
sheet metal two doors

furnish and install fireproof door closing device on  
two doors in boiler room

install strip of wood to hang fire extinguisher and  
hang extinguisher  
put asbestos board in register boxes  
install pine frame and 2" plywood doors on shelving  
for dish storage  
break wall at small door in hallway install new  
louver door and frame .

cost to do the above work will be two hundred  
and ninty nine dollars .

Sincerely yours

*Ettrick A Lacey*



Mr. Hugh Colliton

-2-

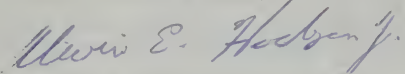
April 27, 1955

The power plant installation is very hazardous to the premises as the wiring, which no doubt is temporary, is highly unsafe at the present time. Also the exhaust stack, which will reach very high temperatures while the plant is operating, should be permanently piped in. The close proximity of moderately combustible materials should be avoided.

We have recommended the installation of cartridge operated water extinguishers as they will not damage valuable books and documents as will the sulphuric acid in the soda and acid type. The fact that irreplaceable books and records are kept in this building along with the age of the building and its combustible contents make adequate fire protection important to you people and the residents of Wayland.

Hoping that we may serve you in this matter, I remain

Very truly yours,



Alwin E. Hodson, Jr.  
Hodson Fire Equipment Co.

AEHjr:beh



**HODSON  
FIRE EQUIPMENT COMPANY**

R. F. D. BRIARDALE FARM  
SOUTH SUDBURY, MASS.

FIRE EQUIPMENT FOR FIRE DEPARTMENTS,  
AND INDUSTRY

TELEPHONE  
HILLTOP 3-2371  
NIGHT EMERGENCY  
CONCORD 1937-M-RED.

ASK FOR  
"WIN" HODSON

FYR-FYTER  
SALES-SERVICE  
FIRE  
EXTINGUISHERS

WOOSTER BRASS.  
MAKERS OF  
DISTINCTIVE FIRE  
EQUIPMENT

NOZZLES  
GATE VALVES  
COUPLINGS  
DELUGE GUNS  
HOSE RACKS  
HOSE REELS  
ADAPTERS  
SIAMESE VALVES  
HOSE JACKETS  
HYDRANT PUMPS  
SPANNERS  
HOSE CLAMPS  
CONTROLLING NOZZLES  
CELLAR NOZZLES

ASK FOR A  
DEMONSTRATION  
OF THE FAMOUS  
"QUAD. WAY"  
FOG NOZZLE

INDUSTRIAL  
PLANT  
SURVEYS FOR  
FIRE PROTECTION  
AND  
EMPLOYEE  
TRAINING

EXTINGUISHER  
RECHARGE  
SERVICE

CO<sub>2</sub> FIRE  
EXTINGUISHERS  
RECHARGED AT  
YOUR FIRE STATION  
OR PLANT  
CO<sub>2</sub> SYSTEMS  
FIRE HOSE

"MEMBER"  
SUDBURY F.D.  
N.E. ASSOC. FIRE CHIEFS  
INTERNATIONAL ASSOC.  
OF FIRE CHIEFS  
MIDDLESEX COUNTY FIRE  
WARDENS ASSOC.

April 27, 1955

Mr. Hugh Colliton  
Bracket Rd.  
Wayland, Mass.

Dear Mr. Colliton:

At your request I have made a survey of the Wayland Library, and the following are my recommendations:

The first floor of the library has one 2½ gal. soda and acid extinguisher near the front door. This extinguisher according to the date on the tag is four years overdue for recharging. We would recommend the installation of another extinguisher of the cartridge operated water type to the rear of the first floor.

The balconies have no provision for fire protection at the present time, and the distances required to reach the nearest extinguisher would be much too great in case of fire. We would recommend the installation of a cartridge operated water type extinguisher in each wing of the balcony.

The basement now has one 2½ gal. soda and acid extinguisher on which the last date of recharge according to the tag was 1941, which makes it fourteen years overdue for recharging, although this hardly seems possible. Also, there is a 30 lb. Ansul dry chemical extinguisher which has been moved from near the boiler room door to the power plant. This extinguisher should be inspected and hung back near the boiler room. We would recommend the moving of the soda and acid extinguisher to a more central location in the basement and the installation of a 5 lb. dry chemical extinguisher for the power plant.

The emergency lights are non-operable as I believe the batteries are exhausted, and as you know, these are required by law to be in good working condition.

NO INQUIRY TOO SMALL





Plumbing renovation at Library

Specs. rec'd July 7

Bids asked for July 8.

Paul C. Hooper - Wayland

Richards - "

Richard Taylor

166 Broadway, Somerville (Hugh C)

WINDYHILL  
WAYLAND, MASSACHUSETTS



WESTON & SAMPSON

CONSULTING ENGINEERS

14 BEACON STREET

TELEPHONE CAPITOL 7-3508

BOSTON 8, MASSACHUSETTS

July 7

Dear Helen:

Enclosed are brief specs for the plumbing alterations at the Library.

I wanted to specify an Everdur (phosphor bronze) tank, but find that they aren't made any more - cost a few dollars more, but last too long. If a bidder wants to substitute glass-lined for rock-lined tank, O.K.

Incidentally, I specified a 50 gallon tank merely because the Edison will defray <sup>20</sup> of the installation cost of tanks 50 gallon and over, but not smaller ones; the operating cost will be the same.

Hang out if I can help you further.  
Sincerely,

George D. S. —





May 5, 1955.

Mr. Richard Taylor  
188 Broadway  
Somerville, Mass.

Dear Mr. Taylor;

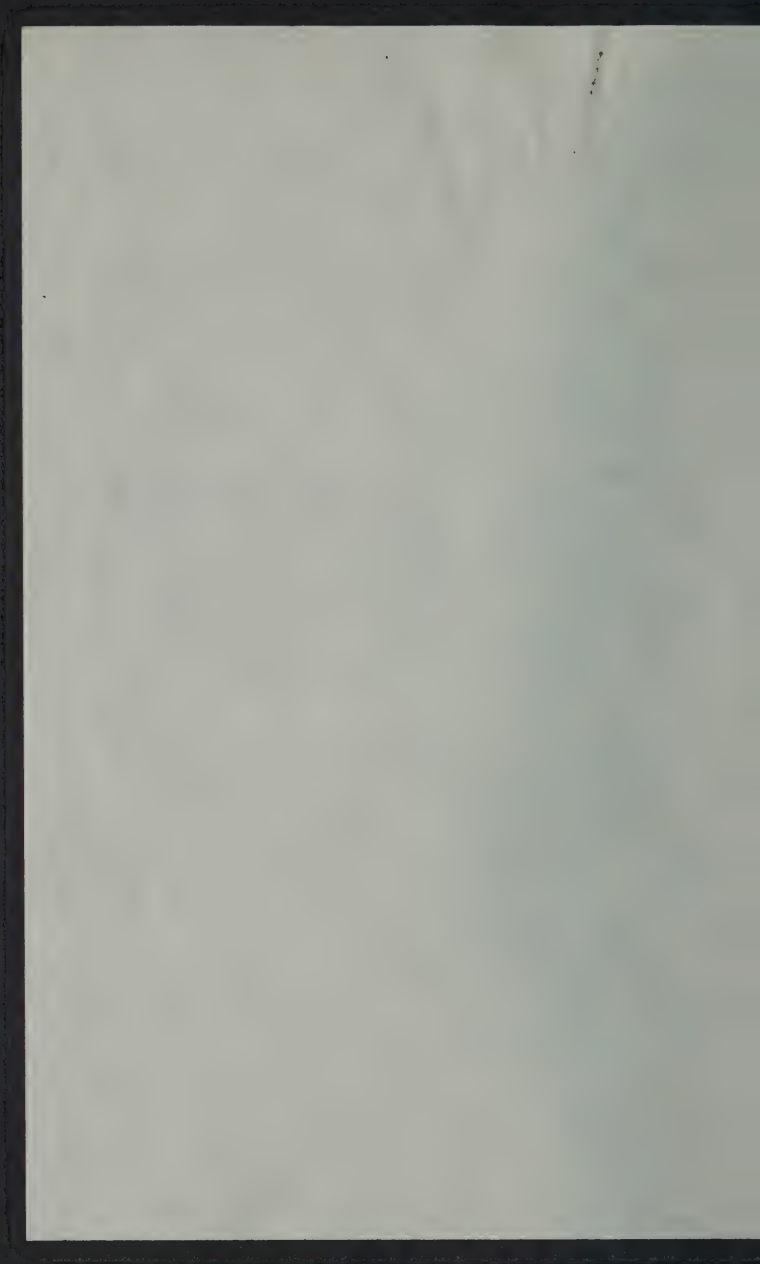
The Trustees of the Wayland Free Public Library are asking for estimates on the cost of installation of new plumbing and hot water in the three old fashioned toilets at the library. Mr. Hugh Colliton, chairman of the Board, has suggested that I write to you, hoping you might be willing to come out to Wayland and figure on the job.

There will be a Board meeting next Wednesday and another two weeks later. We will appreciate hearing from you at your convenience, whether you will be interested in giving us an estimate.

Yours Truly

Wayland Library Trustees

Sec.



*Estabrook & Co.*



*P.O. Box 1  
15 State Street  
Boston*

August 12, 1955

Mr. George Bogren  
Cochituate  
Massachusetts

Dear George:

I am enclosing the specifications for the work to be done at the library as handed to me by Helen Morgan. Mr. Richards, a resident of Wayland who is the proprietor of The Wellesley Plumbing & Heating Company, was the low bidder with a figure of approximately \$1,000. We have agreed, however, to reimburse Mr. Richards for any additional expense which he might incur if any difficulties arise with the old and antiquated pipes.

It would be wise if you would look the job over while it is being done, although I have complete confidence in Mr. Richard's integrity. I would not ask you to do this if it were not for the fact that I am leaving on vacation tonight until after Labor Day and this matter was called to my attention last Wednesday.

Sincerely,

Hugh F. Colliton, Jr.

HFC:jcm  
Enc.



RICHARD T TAYLOR  
54 THURSTON STREET  
SOMERVILLE MASS

*Som  
6-17-55*

Wayland Public Library.

August 5th 1955

For the sum of \$1785.00 I will furnish all labor, fixtures and materials necessary to complete in a workmanlike manner, the plumbing alterations for the Wayland Public Library, as per specifications for same, dated July 1955

*Richard T Taylor*  
Contractor.

Mechanical ventilation for toilet room off Trustees office is not included in above estimate.

*\$1.50 - for copper pipe used*





Price is - flexible price  
using gold price. 242-37 + 3 Cents.  
Installation - 73/10.

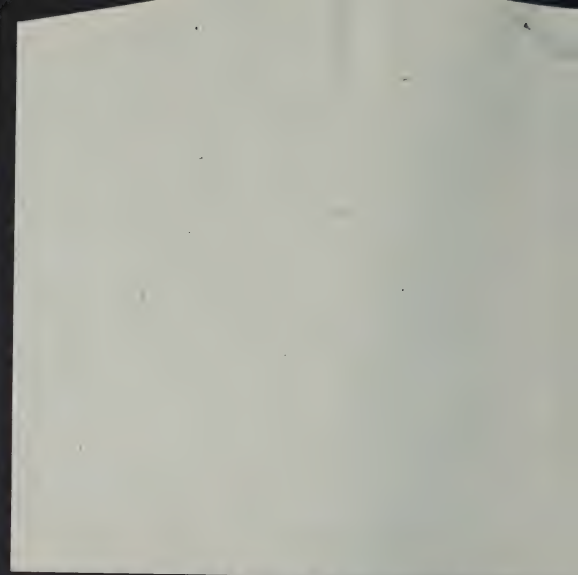
Computer for floor & ceiling

Hot water - 30 gal. tank  
10 gal. gas

275 installation - worked on off peak  
midnight cost. Good - rate not 1/2  
cost of current. Basement under outside  
to kind incl. at end

root - in lake now

Notes on conversation with  
Mr. Richards East May 4. E.M.



*Paul C. Hooper*

PLUMBING - HEATING - GAS FITTING

POST ROAD

--

WAYLAND, MASS.

May 11, 1955

Wayland Public Library  
Wayland, Mass.

Mrs. Charles Morgan;

Dear Madam,

I am pleased to submit this proposal to furnish and install the following listed plumbing in the Wayland Public Library.

Three Cadet Type water closets with white seats and covers.  
No carpenter work or patching.

Approx. \$350.00

Three 19"x 17" Ledgewood Type wall hung lavatories. Cold water only.  
No patching.

Approx. \$275.00

Furnish & install in Boiler Room one 40 gal. electric hot water storage system. Run hot water lines to three lavatories.  
No electrical work.

Approx. \$255.00

Very Truly Yours,

*Paul C Hooper.*

Paul C. Hooper.





*Paul C. Hooper*

PLUMBING - HEATING - GAS FITTING

POST ROAD      -:-      WAYLAND, MASS.

July 13, 1955

Wayland Public Library  
Concord Rd.  
Wayland, Mass.

Mrs. Helen C. Morgan;

Dear Madam,

I am pleased to submit this estimate to furnish and install alterations to plumbing in the Public Library as per specifications.

Price- Ten hundred ninety six (\$1096.00) dollars.

NOTE

Copper tube with sweat fittings is used extensively for water piping with satisfactory results and I would like to recommend it for this work.

If copper tube is installed in place of pipe specified.

Deduct- \$103.00

Very Truly Yours,

*Paul C. Hooper*

Paul C. Hooper.



SPECIFICATIONS FOR  
PLUMBING ALTERATIONS  
at the  
WAYLAND PUBLIC LIBRARY  
CONCORD ROAD, WAYLAND, MASS.

1. The Work Consists of furnishing all labor, materials and equipment to install three new lavatories and water closets, new hot and cold water supply piping, and a new electric water heater.

2. Location of Work. The new lavatories and water closets are to be installed in the public toilet off the main entrance vestibule, in the toilet off the Trustees office on the first floor, and in the basement toilet. In the public toilet off the main entrance vestibule, the new lavatory shall be relocated inside the existing partition which screens the water closet.

The new water heater shall be located in the boiler room in the basement.

3. Carpentry, Patching, and Electrical Work will be by others.

4. Cold and Hot Water Supply Piping and Fittings shall be iron pipe-size red brass (85% copper) throughout, except in the toilets, where it shall be chrome plated brass. All piping shall be installed according to best modern practice, and shall comply with Town and State plumbing laws and regulations.

5. The Work Shall Begin at the meter.

6. Pipe Sizes shall be 3/4" from the meter to the heater. Branch lines shall be 1/2".

7. Shut-Off Valves shall be installed on the supplies to all fixtures, and the heater near the fixtures and heater.

8. Drainage shall be to existing soil pipes.

FIXTURES

9. Lavatories shall be 19" x 17" acid-resisting cast iron, wall hung with legs and towel bar, 3/8" C.P. supply pipes, pop-up drain, 1 1/4" adjustable trap, Ledgewood type as manufactured by American Radiator and Standard Sanitary Corp., or equal, with combination supply fittings.



10. Water Closets shall be close-coupled reverse trap combination, Cadet type, as manufactured by American-Standard, or equal, with 3/8" C.P. supply pipe, adjustor control tank fittings, and Regal or equal closed white front seat with cover.

11. Electric Water Heater shall have 50 gallon storage tank of rock-lined galvanized steel, rock-wool or fibre-glass insulated, as manufactured by G-E, Ford, or equal. It shall be equipped with safety valve complying with Town and State plumbing laws and regulations.

12. Removal of Existing Fixtures and Cold Water Piping shall be a part of this work.

13. Warranty for one year's freedom from defects of material or workmanship will be required by the Town.





SPECIFICATIONS FOR  
PLUMBING ALTERATIONS  
at the  
WAYLAND PUBLIC LIBRARY  
CONCORD ROAD, WAYLAND, MASS.

1. The Work Consists of furnishing all labor, materials and equipment to install three new lavatories and water closets, new hot and cold water supply piping, and a new electric water heater.

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350 - 1000 - 1000

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Staples today  
y wax





"A Service for the Home that Cleans Like New"

- ★ RECTIFYING SOOT LOSSES
- ★ INDUSTRIAL CLEANING
- ★ GENERAL HOUSE CLEANING
- ★ PAINTING AND DECORATING

81 COPELAND STREET  
ROXBURY 19, MASSACHUSETTS

TELEPHONE HIGHLANDS 5-7646—5-5566

June 7, 1957

Wayland Public Library  
Wayland, Massachusetts

Attention: Mrs. Robert Morgan

Dear Mrs. Morgan:

This is an outline of work proposed to be performed at the above address and the cost of same.

LIBRARIAN'S OFFICE: MAIN LIBRARY ROOM & BALCONY:

Wash the floors and apply one coat of Liquid wax and buff, also apply one coat of Paste wax and buff.

This work will be completed for the consideration of \$ 75.00

This price include all labor, materials, transportation and workmen's compensation.

Thank you for the privilege of estimating this work and it will be a pleasure to serve you. I am

Yours very truly,

*John H. Moody*  
JOHN H. MOODY

JHM:lb





RECTIFYING SOOT LOSSES  
INDUSTRIAL CLEANING  
GENERAL HOUSE CLEANING  
PAINTING AND DECORATING

## *Like New Home Service*

"A Service for the Home that Cleans Like New"

81 COPELAND STREET  
ROXBURY 19, MASSACHUSETTS

Telephone Highlands 5-<sup>7646</sup><sub>5566</sub>

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Yours very truly,

*John H. Moody*  
JOHN H. MOODY

JHM:lb

PAINTING AND DECORATING  
GENERAL HOUSE CLEANING  
INDUSTRIAL CLEANING  
RECTIFYING ROOF LEAKS

Like New House Services

8-1 COPLEY STREET  
ROXBURY 19, MASSACHUSETTS

John W. Murphy

**VIENNEAU BROS.**

*Painting Contractors*

INTERIOR DECORATING • OUTSIDE PAINTING

17 SUMMER AVE., WALTHAM 54, MASS.

*Nov 17* 19*55*

*Mrs Morgan*

*Library Wayland Mass.*

Contract for painting at the public Library  
as Mrs Morgan specified

Three rest rooms, hall downstairs  
and a beam upstairs

195- 00





*The Commonwealth of Massachusetts*  
*Department of Education*  
*Division of Library Extension*  
*200 Newbury Street, Boston 16*

June 3, 1959

Miss Marjorie Ferris, Librarian  
Public Library  
Wayland, Massachusetts

Dear Marjorie:

In response to your telephone request of a few days ago I carefully checked the names of persons listed in our active placement file. Listed below are the names of three persons whom you may wish to contact concerning your staff vacancy at the Cochituate Branch Library.

Until such time as you notify me the position has been filled I shall continue to keep it listed in our files and to refer other candidates to you.

Mrs. Barbara P. Kohler  
137 Washington St  
Newton 58, Massachusetts

Simmons B.S. in L.S. 1929  
Majored in children's work

Decatur 2 - 1534

Miss Mary J. Viafora  
1 Berkshire St.  
Dorchester, Mass.

Simmons 1954

AN 2 - 5217

Mrs. Andrea S. Stryer  
116 Riverway  
Boston 15, Mass. #57-1776

A.B. and M.H. Univ. of Chicago  
Now a teacher 5th and 6th grades  
Interested in library employment  
Sept. 1, 1959

Jean Harper  
11 Linnaean St.  
Cambridge, Mass.

Graduate Radcliffe A.B. 1959

Sincerely,

*V. Genevieve Galick*  
V. Genevieve Galick  
(Mrs. George J. Galick)  
Director

VGG:h







June 9, 1959

Mrs. Barbara T. Kohler  
117 Washington St.  
Boston 30, Massachusetts

Dear Mrs. Kohler:

Enc. is list of the Library Extension Division and please let  
your name as one interested in library work.

This library will have a vacancy in the branch at  
Cohasset, to be filled as soon as possible after July 1.  
We need someone to be in charge of the branch which is used  
mainly by school pupils but has the usual library collection.  
There are possibilities for development in many directions,  
never fully realized.

At present the branch is open only 25 1/2 hours per week  
and would not give a full-time week. We could make a full  
week of employment in the main library where a children's  
room will be opened as soon as it is furnished.

Our salary scale for the position is \$4,005.50-\$4,549.65,  
with five annual increases from the minimum. We offer a  
vacation provision to full-time professional employees, Middlesex  
County retirement fund, Blue Cross and insurance. Half the  
cost of the first two benefits is paid by the town. As a  
part-time position, we could offer \$1.95 per hour.

I should be glad to talk to you if you are interested in  
the position. The telephone number of the Main library is  
234-2111.

Yours sincerely

Marjorie Ferris, Librarian.

*Marjorie Ferris*





# JOHN E. SJÖSTRÖM COMPANY, Inc.



Designers and Manufacturers of  
**LIBRARY FURNITURE**  
1717 North Tenth Street, Philadelphia 22, Pa.  
Stevenson 7-4600

July 1, 1959

Board of Library Trustees  
Town Library  
Concord Road  
Wayland, Mass.

Attention: Mr. Hugh F. Colliton, Jr., Chairman

Re: Library Furniture and Shelving

Gentlemen:

In accordance with invitation for bid, we propose to furnish equipment as called for on equipment schedule, and specifications for the same for \$4,276.00.

This price is your net installed cost, and shipment can be made in approximately 90 days after receipt of order.

We appreciate the opportunity of quoting, and hope that we can be of service.

Very truly yours,

  
F. L. Mata

FLM:kh



# HENRY S. WOLKINS COMPANY

MANUFACTURERS

AND

DISTRIBUTORS



## *Furniture - Equipment & School Supplies*

FOR SCHOOLS • OFFICE • LIBRARY • AUDITORIUM • CAFETERIA • INSTITUTIONS

716 COLUMBUS AVENUE • BOSTON 20, MASS. • PHONE GARRISON 7-3441

July 6, 1959.

The Board of Library Trustees  
Town Library  
Concord Road  
Wayland, Mass.

Re: Bid for library furniture and shelving.

Gentlemen:

Thank you for this opportunity to submit.

Our bid is as follows:

### Shelving:

<u>No. of ranges</u>	<u>Length</u>	<u>Description-All Shelving to be wood</u>	<u>Price</u>
2	12'	8" deep, 60" high, #4000.	171.65 \$343.30
1	6'	8" deep, 82" high, #4005.	121.00
1	6'	10" deep, 82" high, w/back, #4006.	163.10
1	3'	8" deep, 82" high, #4005.	71.05
*2	3'	Counter, dble. face, 16" deep, 40" high, #4013.	79.30 158.60
1	9'	8" deep, 60" high, #4000.	130.90
1	9'	12" deep, 60" high, w/back, dividers for large books - #4002P.	241.70
1	18'	8" deep, 60" high, #4000.	245.65

\*If sections to be in 42" widths, Add \$19.00 ea.

Lump award Total. \$1450.00

For installation of shelving, Add \$ 115.00 Lot.  
(this includes workmanlike scribing to  
all reasonable wall irregularities.)

# HENRY J. WOJNINS COMPANY



July 6, 1957

The Board of Library Trustees  
New Library  
Boston, Mass.

Re: Bill for library shelving and shelving.

Enclosure:

Thank you for the opportunity to submit.

My bill is as follows:

Quantity	Length	Description-All shelving to be wood	Price
1	18'	8" deep, 60" high, wood.	111.00
1	6'	8" deep, 72" high, wood.	111.00
1	12'	12" deep, 72" high, wood.	111.00
1	3'	8" deep, 72" high, wood.	111.00
1	3'	Counter, double face, 12" deep, 40" high, wood.	111.00
1	1'	8" deep, 60" high, wood.	111.00
1	12'	12" deep, 60" high, wood.	111.00
1	18'	8" deep, 60" high, wood.	111.00

The sections to be in 60" width, Add \$19.00 ea.

For installation of shelving, Add  
(This includes workmanlike setting to  
the standard unit dimensions.)

111.00  
211.00



Wayland, Mass.

July 6, 1959.

Furniture:  
No. of Pieces

1	Sitting height charging desk, wood top -		
	1 discharge unit #4084 or 4085.	\$185.00	
	1 card file unit (as specified).	190.00	
	1 station unit #4083.	179.10	
	Also, 1 pair finished ends #4087 needed.	(38.00)	
		\$592.10	
	On all above,		
	Add for linoleum top.	31.80	
	Add for plastic top.	15.50	
Alternate -	#4032.	305.00	
	#4058.	208.00	
FOR Plastic top on either, Add		30.00	
1	Desk chair, metal, with foam rubber and leatherette seat, ball bearing casters; metal frame permits adjustment of seat height and back - #40.	28.10	
4	48" diameter tables, apronless (#8048) or with apron (#6048); 26" high.	\$96.10	384.40
	Add for plastic tops on either above.	(23.00)	(92.00)
Alternate -	Table with plastic top to match form wood chair.	63.00	252.00
Alternate -	Scholarcraft - #6000, plastic top.	51.00	204.00
24	Side Chairs; 14" seat height, with solid front legs, book rack, laminated curved back pillars, saddle seat, form wood back; finished to match balance of library furniture - as specified - #2610 B.	11.50	276.00
	Deduct \$1.00 per chair if natural finish chosen.		
Alternate -	#8 CL (not pictured; this chair is also made to go with the rest of the furniture offered above, and is of library quality).	17.90	429.60
Alternate -	Scholarcraft #100, form wood seat and back.	9.20	220.80
1	Wood book truck s/3 shelves, 2 swivel, 2 fixed wheels -		
	Small - #4035	64.10	
	Large - #4035.1	74.90	
	We recommend rubber bumpers on these trucks, especially in a childrens' room.		
	They are \$14.00 additional, either truck.		



Page 3.

Wayland, Mass.

July 6, 1959.

Furniture:

1            Bulletin board, 3' x 5', wall hung.            \$31.00

Base bid - Lump sum total installed,  
including finished ends for charging desk.            \$ 1313.00

All furniture is to be furnished in choice of select northern oak or hard rock maple in choice of finishes No. 2610 B chairs in maple for maple finishes or mixed hardwoods for oak.

Our alternate bids for tables and chairs permit you to add a great deal of color to the reading areas if so desired, since our plastic top tables can be furnished in any one or combination of some 40 patterns, some of which are shown enclosed.

These same patterns are available on our No. 8000 or 6000 series tables, and on the charging desks. The series 8000 tables, used with the wood chairs offered, would, of course provide a continuity of high quality library furniture not offered by our more scuff-proof Scholarcraft series.

Delivery of all items except shelving can be made within thirty days of clear order. Stock shelving has been exhausted for the balance of the summer, and delivery would be made in 45 days of receipt of order, or October 1st, whichever is later.

Our terms are net - thirty days, and are open for acceptance for 60 days. Samples are available for your inspection.

Very truly yours,

HENRY S. WOLKINS COMPANY

  
Grant Hansel, Jr.  
General Manager.

GHJR:RO  
Encl.



# *Bailey Woodworking*

**Cabinet Work****Interior Finish****Store Fixtures****General Woodworking**

CORDAVILLE ROAD - ASHLAND, MASSACHUSETTS

July 7, 1959

Mr Hugh F. Colleton Jr., Chairman  
Board of Library Trustees  
Wayland, Massachusetts.

Dear Sir:

We are pleased to submit the following proposal to furnish and install, ready for use, Library Furniture and Shelving in strict accordance with the specifications as contained in your notice of "Invitations for Bids"- Library Furniture and Shelving"- Town of Wayland, Massachusetts.

All items shall be as manufactured by Bailey Woodworking, Cordaville Road, Ashland, Massachusetts, using the best grade of kiln dried natural birch hardwoods combined with the top grade of natural birch veneers. All table tops are genuine Formica with plastic edge banding, seating to be by the nationally famous Jasper Seating Co.

The total cost of this work as outlined to be Four Thousand, Seven Hundred and Thirty-Seven Dollars (\$4,737.00)

Very truly yours,

*George E. Bailey*  
George E. Bailey

GEB/1j





WAYLAND FREE PUBLIC LIBRARY  
WAYLAND, MASSACHUSETTS

July 8, 1959

N. E. Contract Furnishings, Inc.  
90 Canal Street  
Boston 14, Mass.  
Att. Mr. Adden

Dear Sir:

The Trustees of the Wayland Free Library, at their meeting last evening, after thoroughly reviewing the bids received, voted to reward to New England Contract Furnishings, Inc. the contract for Shelving and Furniture for the new Children's Room.

Enclosed is a Treasurer's purchase order form. We all thank you for your interest in this matter.

For the Trustees,

Secretary



*Wayland*

**OIL COMPANY**

**T.F. LINNEHAN / MILLBROOK RD., WAYLAND, MASS. / ELMWOOD 8-2213**

Library Service Contract

The undersigned agrees to give burner service, one cleanout and a complete check-over, and any number of service calls labor free for one year, Nov. 1, 1959 to Nov. 1, 1960.

This does not cover the cost of any materials used in replacement of anything defective on the heating plant, nor does it cover the replacement of an oil tank.

Wayland Oil Company

*Thomas F. Linnehan*

Thomas F. Linnehan.

BANK BOND

WAS COVERED





Mr. Hugh F. Colliton, Jr.

2

April 1, 1954

the Trustees have some other reason for strongly urging that there be a differential, the Personnel Board would consider establishing some other classification although I feel some personal reluctance to make a discrimination except in the case of a brand new assistant who might be on probation for a two or three month period.

The Personnel Board will meet on Wednesday, April 7, to act on any recommendations to be put into effect in the next payroll. I expect that we will get the affairs of most of the Town Departments straightened out then and I hope that we may have the Trustees' recommendations so that we can act on them at the same time.

Sincerely,

*John L. Ball Cox*

